

EXHIBIT A

TORREYPOINT

INSIDE ACCOUNT MANAGER -- JOB DESCRIPTION

Job Title: Inside Account Manager

Job ID: 100-101

Location: New York

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Overview/ Responsibility:

To support the Senior Account Managers (and 1099 sales team) with quotes, sales orders, customer service while acting as a liaison between operations, finance and executive team. Primary job is to increase our KPI of getting our top SAM's in front of customers a higher percentage of the time.

Primary Responsibilities:

- Provide quote assistance, product sourcing, OEM communication, customer credit applications for external sales team members in field
- Facilitate communication between operations/finance and external sales team members
- Track product delivery dates, shipments, engineering needs, quality performance and communicate these to the customer and internal business units
- Manage and maintain pipeline opportunities, CRM, sales reports data for all sales team members Support communication between sales team and our clients
- Explore new OEM vendor partnerships and assist in the development of these new product sales strategies
- Single point of contact for sales team and help troubleshoot issues in the field as they arise
- Assist in the development and presentation of training materials for external sales team members
- Develop & Maintain communication (both internal and external) channels
- Review sales orders, purchase orders, NSP's and verify all aspects meet minimum margin requirements while submitting to finance for approval
- Support the sales team to help plan events, customer visits and general customer marketing initiatives
- Sell and maintain accounts on an as needed basis
- Organize sales and marketing materials to support customer presentations by sales team
- Respond to RFP's, RFI's and general corporate paperwork
- Run reports of sales team results to goal each week in Sales Force

